

# CITY OF RIVERSIDE

5430

11/18/02

Revised

## HUMAN RESOURCES DEPARTMENT

## CLASSIFICATION SPECIFICATION

**TITLE: HELICOPTER MECHANIC**

## DEFINITION

Under general direction of the Senior Helicopter Mechanic, and the Aviation Unit Supervisor (Police Sergeant), the Helicopter Mechanic will perform journey level maintenance, inspection and repair, both scheduled and unscheduled, of City-owned helicopters and related equipment. This work shall be done in accordance with Federal Aviation Administration rules and regulations, aircraft manufacturer's guidelines and Police Department policies and procedures. The Helicopter Mechanic will also perform any related work as required.

## DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Helicopter Mechanic class in that the senior level has responsibility for providing lead direction and supervision over lower level mechanics; scheduling and estimating work to be performed; working directly with vendors and contractors; maintaining log books and related maintenance records; and maintaining inventory of equipment, parts and materials.

**REPORTS TO:** Aviation Unit Supervisor (Police Sergeant)

## SUPERVISION RECEIVED AND EXERCISED

Receives lead direction from the Senior Helicopter Mechanic and supervision from the Aviation Unit Supervisor (Police Sergeant).

## EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Perform journey-level, skilled, technical work in the maintenance, repair and overhaul of helicopters and related equipment.
- Evaluate work to be performed in terms of time required, parts needed and costs involved.
- Perform aircraft, engine and systems inspections, service and repairs in accordance with the Federal Aviation Regulations, manufacturer's manuals, notices and bulletins.
- Diagnose and repair maintenance discrepancies on airframe, engine, transmission, rotor systems, gearboxes, control assemblies, instrumentation, accessories, electrical and related systems and equipment.
- Participate as crew member in helicopter maintenance check flights to aid in aircraft troubleshooting and diagnostics.
- Perform maintenance on aircraft Nicad batteries, including deep-cycle charging.
- Enter data into logbooks and related maintenance records and forms in a neat and efficient manner.
- Assist in maintaining the inventory of necessary equipment, parts and materials.

- Evaluate work to be performed in terms of time required, parts needed and costs involved.

- Perform aircraft, engine and systems inspections, service and repairs in accordance with the Federal Aviation Regulations, manufacturer's manuals, notices and bulletins.

- Diagnose and repair maintenance discrepancies on airframe, engine, transmission, rotor systems, gearboxes, control assemblies, instrumentation, accessories, electrical and related systems and equipment.

- Participate as crew member in helicopter maintenance check flights to aid in aircraft troubleshooting and diagnostics.

- Perform maintenance on aircraft Nicad batteries, including deep-cycle charging.

- Enter data into logbooks and related maintenance records and forms in a neat and efficient manner.

- Assist in maintaining the inventory of necessary equipment, parts and materials.

## QUALIFICATIONS

**Knowledge of:**

- Methods, principles, techniques, tools, materials, publications and equipment used in the maintenance and repair of helicopters.
- Principles and characteristics of helicopter engines and systems operations.
- Aircraft maintenance record keeping and reporting procedures.
- Safe work practices.

**Ability to:**

- Perform routine and emergency maintenance and repair of helicopter engines, systems and related equipment.
- Inspect and locate difficulties and perform required major and minor mechanical, hydraulic or electronic repair work.
- Use a variety of tools and equipment with journey level skill.
- Maintain a variety of shop and service records.
- Read and interpret a wide variety of manuals, regulations, etc., and apply the information contained therein.
- Understand and carry out oral and written instructions.
- Work overtime and/or be on-call, as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Successful completion of a factory helicopter maintenance-training course (model to be specified in job announcement) is highly desirable.

Experience: Three years of journey level experience in the inspection, repair and maintenance of (model to be specified in the job announcement) helicopters.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Successful completion of a polygraph and background investigation.

Possession of a compliment of hand tools necessary for the proper maintenance of helicopters.

Possession of a valid Air Frame and Power Plant Mechanic's license issued by the Federal Aviation Administration.

Possession of a valid Inspection Authorization Certificate issued by the Federal Aviation Administration is highly desirable.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Helicopter Mechanic

**TO:** Senior Helicopter Mechanic